

July

Hearing Protection

Fourth of July Safety

Severe Weather Safety

Alcohol & Drug Awareness

Protective Headwear

Hearing Loss Is A Lonely Disability

Deafness is a lonely disability. It causes the individual to be isolated from friends, family and the community. That is a very good reason to take hearing protection seriously before it is too late. Hearing loss caused by excessive noise occurs gradually, and it is irreversible.

If you work in a noisy environment, stay alert for early signs of hearing loss. One indication is "getting used to" the noise. If the noise bothers you less, you may be hearing less.

Another sign that you are working with dangerous noise levels is a ringing in the ears. Also an indication is a temporary hearing loss for a few hours after you leave work. If repeated, this temporary hearing loss can become permanent.

Here are two simple tests to help determine if your work area is too noisy:

- Can you carry on a conversation in a normal tone? If not, the noise level may be too high for your safety.
- Are you hoarse from shouting over the noise?

It is best to remove the hazard from the worker, by placing workstations further away from noisy equipment or by installing sound insulation. When these



together to provide added protection.

Be sure to follow the manufacturer's instructions in using and caring for your ear protection. Wash ear plugs with soap and water and let them dry before using them. Regularly check for any signs of wear or damage, and replace them when necessary.

If you use canal caps or ear muffs, have them refitted regularly to make sure they are still working effectively.

improvements are not possible, you should wear Personal Protective Equipment for your ears.

Following are the main kinds of hearing protection. Be sure to check with your safety supervisor about the right kind to use in your work environment.

- Ear plugs fit right inside the ear. They are usually made of foam and may be either disposable or reusable. They are rolled up and placed in the ear. Then they expand and block out the noise.
- Canal caps are similar to ear plugs. However, they are pre-formed. They are often attached to a headpiece to keep them from getting lost.
- Ear muffs have cuffs which fit over the outer ear. Sometimes ear plugs and ear muffs are used

There are a couple of common objections to wearing ear protection. One is that it is uncomfortable. It may take time to become accustomed to wearing ear PPE. However, if the equipment remains uncomfortable, try for a better fit. Another common objection is concern about not hearing warnings and alarms. However, hearing PPE will usually just filter out the steady unwanted racket.

Remember to protect your hearing off the job as well. Loud music on personal stereo headphones, and noisy equipment such as saws and lawnmowers are just a few of the noise hazards.

Keep in mind that excessive noise causes hearing loss which cannot be reversed.

The information presented in Copy Ready! has been compiled from various sources which are believed to be reliable. However, it cannot be assumed that all acceptable measures are contained in this article nor that additional measures may not be required under particular or exceptional circumstances, or your own company procedures, or by federal, state/provincial and local law. Copy Ready! is intended for in-house use only — commercial reproduction is a violation of our copyright agreement. For a complete catalog of Bongarde Communications Ltd. products please call 1-800-667-9300.

HOW NOISE AFFECTS HEARING

Understanding Hearing Loss

Hearing loss is a normal part of the aging process. Throughout our lives we are exposed to loud noises and physical conditions that add up to gradual loss of hearing. But many of us lose our hearing prematurely by failing to protect ourselves from excess noise both at home and at the workplace. Understanding how hearing works can help you realize the importance of protecting your hearing now, before it's too late.

How Hearing Works

The ear is composed of numerous delicate structures designed to carry sound waves to the brain. The hair cells in the inner ear are particularly important because they stimulate the auditory nerve which transmits impulses to the brain. The brain translates auditory impulses into the sounds that we hear. When the ear's hair cells become damaged due to excess noise exposure, the auditory nerve is not sufficiently stimulated, the brain does not receive the appropriate sound signal, and we fail to hear correctly. And, when hair cells are damaged by prolonged over-exposure to loud noise, they "die" and cannot be replaced, resulting in permanent hearing loss.


Excess Noise Exposure

Noise is measured in units called decibels (dBs or dBAs). Excess noise is generally considered to be exposure to 85-90 decibels or more

Common Noise Levels	
Activity/Situation:	Decibels:
Normal Conversation	60
Auto traffic	75
Sanding	85
Subway	90
Woodworking	100
Drilling (pneumatic)	100
Power saw	110
Gunfire	120

over an 8-hour period. A typical automobile horn can be as loud as 120 decibels, but hearing a horn honk for 10 seconds is unlikely to cause hearing loss. If you had to listen to the horn blast for 8 hours straight, though, you could very well experience gradual, permanent loss of hearing. Or, if you work in a factory and are exposed to 80 decibels of noise over a 4-hour period, you might not be at risk. But, if you then went home and operated a power mower or tools, listened to high-volume music, or perhaps practiced at the shooting range, you could very well exceed your safe noise exposure limit.

Protecting Your Hearing

On or off the job, you can protect your hearing by wearing the appropriate personal protective equipment recommended for your tasks. Ear muffs, plugs, and canal caps can all reduce the amount of noise your ears are exposed to. It also helps to know the decibel range or noise level of some common activities and situations to see if you may be exposing yourself to too much noise. Remember that even loud vacuum cleaners, dishwashers, and home power tools can create excessive noise, so protect your hearing wherever you are. 

©1988 PARLAY INTERNATIONAL

NOW HEAR THIS...

Protect Your Hearing For Life

Hearing loss can be so subtle that often we don't realize our impairment until it is too late. Repeated exposure to too much noise can result in gradual hearing loss, but how much noise is too much? Noise is measured in units called decibels or dBAs. (A normal conversation is measured at approximately 60 dBAs.) Excess noise is generally considered to be exposure to 85-90 dBAs or more over an 8-hour period. Over time, excessive noise exposure can result in permanent hearing loss.

The Mechanism Of Hearing

The ear is composed of numerous delicate structures designed to carry sound waves to the brain. The hair cells in the inner ear are particularly important because they stimulate the auditory nerve which transmits impulses to the brain. The brain then translates these auditory impulses into the sounds that we hear. When the ear's hair cells become damaged due to excess noise exposure, the auditory nerve is not sufficiently stimulated, the brain does not receive the appropriate sound signal, and we fail to hear correctly.



An audiometer checks your initial hearing level and any subsequent changes.



Ear plugs, muffs, or canal caps can help you protect your hearing.

Measuring Noise Levels

The Occupational Safety and Health Administration (OSHA) has established limits for noise exposure on the job. Your employer can determine the level of noise in your particular work area with a noise dosimeter (which measures total noise exposure over a specific period) or a sound level meter (which measures noise levels periodically).

Hearing Testing

If you work in an area with excessive noise levels (over 85-90 dBAs in an 8-hour period), you are required to have your hearing tested annually with a device called an audiometer. This test checks your initial hearing level and any subsequent changes.

Hearing Protectors

You may also need to wear hearing protectors (plugs, muffs) with the appropriate noise reduction rating (NRR) for your type of work. Your employer is required to provide you with these protectors, but *you* are responsible for wearing them to protect your hearing.

CHOOSING AND USING HEARING PROTECTION

Muffs, Plugs, And Canal Caps

Silence may be golden—but not when it's permanent. Hearing loss is a condition that occurs over time from repeated exposure to excessive noise. We can't always prevent noise, but we can prevent hearing loss by following established safety procedures and using the appropriate hearing protectors for the noise hazards we face each day. The following is a guide to the most common types of hearing protectors and the types of hazards they can guard against.

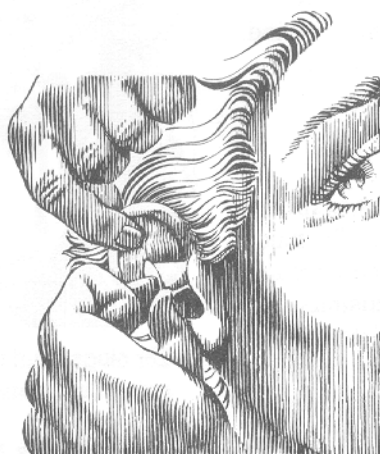


Muffs cover the entire ear and can reduce noise by as much as 15-30 decibels.

Ear Muffs

Ear muffs come in many styles. Most are attached to spring-loaded headbands, while others are attached directly to safety headgear. Specialized muffs are also available for persons who work in high-voltage exposures, or who need to filter out hazardous noises while retaining acute hearing for normal sound ranges. Muffs cover the

entire ear and can reduce noise by as much as 15-30 decibels. (Muffs are often used in conjunction with ear plugs when a worker is exposed to extremely high noise levels—105 decibels and above.)



Ear plugs are positioned in the outer part of the ear and may reduce noise by as much as 30 decibels.

Ear Plugs

Like muffs, ear plugs come in many varieties—formable, custom-molded, pre-molded, disposable, reusable—and may be made of many different types of materials such as acoustical fiber, silicone, rubber, or plastic. Ear plugs are positioned in the outer part of the ear and may reduce noise by as much as 30 decibels. (Excessive noise is commonly defined as 85-90 decibels or more over an 8-hour period.)

Canal Caps

As their name suggests, these hearing protectors cap off or close the ear canal at its opening. Like



Canal caps are most commonly used when an individual is unable to use traditional ear plugs.

many muffs, canal caps are connected to a flexible headband that ensures a close fit. Canal caps are most commonly used when an individual is unable to use traditional ear plugs.

Using Hearing Protectors

Your supervisor can help determine the amount of noise you are exposed to on-the-job through various testing devices and will provide you with the appropriate type of hearing protection for the particular noise hazards you face. But remember, hearing protectors only work when you use them correctly and consistently. Depending on the type of hearing protectors you use, dispose of or replace them as necessary. For reusable protectors, follow the manufacturer's guidelines for cleaning and storage. When it comes to your hearing, an ounce of prevention is worth a pound of cure.

©1988 PARLAY INTERNATIONAL

5 MINUTE SUMMER SAFETY TALK FIREWORKS SAFETY

For safe fireworks use, the following recommendations are offered:

1. Before using fireworks, make sure they are permitted in your state or local area. Many states and local governments prohibit or limit fireworks.
2. Do not allow younger children to play with fireworks under any circumstances. Remember that fireworks are not toys for children. Sparklers, considered by many to be safe for the young, burn at very high temperatures and can easily ignite clothing. Children cannot appreciate the danger involved and cannot act correctly in case of an emergency.
3. If you permit older children to use fireworks, be sure they use them only under close adult supervision. Do not allow any running or horseplay while they are being used.
4. Before using any fireworks, read, and follow all warning instructions printed on the label.
5. Light fireworks outdoors in a clear area away from houses and flammable materials (gasoline cans, etc.).
6. Keep a bucket of water nearby for emergencies and for dousing fireworks that don't go off.
7. Do not try to relight or handle malfunctioning fireworks. Soak them with water and throw them away.
8. Be sure other people are out of range before lighting fireworks.
9. Never ignite fireworks in a container, especially a glass or metal container.
10. Store fireworks in a dry, cool place. Check for special storage instructions.

*PARENTS SHOULD SUPERVISE ORDERING AND USE OF MAIL-ORDER "MAKE YOUR OWN" FIREWORKS KITS. SOME KIT CONTENTS CAN CONTAIN DANGEROUS EXPLOSIVES.

FIVE-MINUTE SUMMER SAFETY TALK SEVERE WEATHER

A. TORNADOES.

1. Tornado Warning.

- a. Stay clam, but move to safety fast.
- b. Stay away from windows, doors, and outside walls.
- c. In homes and small buildings, go to the basement or to an interior part of the lowest level if an underground shelter is not available. Closets, bathrooms, and interior halls offer the best protection in many cases.
- d. Wherever you are, always get low to the ground - crouch or lie flat.
- e. Protect your head - get under a table or bench; cover up with a blanket or your hands.
- f. In schools, nursing homes, hospitals, factories, and shopping centers. Go to predesignated shelter areas.
- g. In high-risk buildings, go to interior small rooms or hallways on as a low a floor as possible.
- h. In mobile homes or vehicles, leave and take shelter in a substantial structure. If there is no nearby shelter, lie flat in the nearest ditch or ravine with your hands shielding your head.
- i. Personnel should report to designated shelters within unit/activity areas.

2. Tornado Watch.

- a. Listen for National Weather Service bulletins on the TV or radio.
- b. Prepare to take shelter immediately.
- c. Make sure everyone knows what to do if a tornado warning is given.
- d. Objects that be blown around by strong winds (lawn chairs, trash cans, toys, etc.) should be brought indoors or tied down.
- e. Always keep emergency supplies (portable, battery-powered radio, flashlight, batteries, first-aid kit, etc.) on hand.

B. Thunderstorms.

1. Safety Precautions

a. When a thunderstorm approaches, get inside a house, large building, or automobile.

b. If caught outdoors, do not stand near a tall, isolated tree, or the tallest tree in a group.

c. Get out of and away from water. Thunderstorm winds can capsize boats. In addition, sailboats act as lightning rods.

d. If you feel your hair stand on end; lightning is about to strike you. A person struck by lightning can usually be revived by quick application of CPR.

2. Flash Flooding

a. Heavy rain often accompanies thunderstorms.

b. Seek shelter where flash flooding is not likely to occur.

c. Avoid stream and creek beds, low-water bridges, and sharp gorges.

HURRICANE SAFETY

The 75-160 mile per hour winds of a hurricane can extend inland for hundreds of miles, and sitting at the head of the Chesapeake Bay, we are subject to encounter these storms at any time. Hurricanes can spawn tornadoes which add to the destruction caused by the storm. If we are lucky enough to have the hurricane miss us, we still face the possibility of having to deal with the havoc of related storms such as nor'easters. Floods and flash floods generated by torrential rains also cause damage and loss of life. Following a hurricane or nor'easter, inland streams and rivers can flood and trigger landslides.



When a hurricane watch is issued, the best response is to protect your property by boarding up windows, bringing in outside items, and being prepared to evacuate the area as soon as emergency management officials advise. Even more dangerous than the high winds of a hurricane is the storm surge - a dome of ocean or bay water that can be 20 feet high at its peak, and 50 to 100 miles wide. The surge can devastate coastal communities as it sweeps ashore. Nine out of ten hurricane fatalities are attributable to the storm surge.

By definition a hurricane is a tropical storm with winds that have reached a constant speed of at least 74 miles per hour. Hurricane winds blow in a large spiral around a relatively calm center known as the "eye". The "eye" is generally 20 to 30 miles wide, and the storm may spread outward 400 miles. As a hurricane nears, the skies begin to darken and winds grow in velocity. As a hurricane approaches land, it brings severe rain, wind and storm surges.

August and September are the peak months during the hurricane season, which generally lasts from June through November.

A hurricane watch is issued when hurricane conditions threaten within 24-36 hours. A hurricane warning is issued when hurricane conditions (winds of 74 miles per hour or greater, or dangerously high water and rough seas) are expected in 24 hours or less.

When the storm center passes directly overhead, there is usually a lull that can last from a few minutes to more than half an hour. This calm is not a sign that the hurricane is over, but is likely the center or the "eye" of the storm. In fact, the most intense part of a hurricane comes just before and after the eye has passed through an area.

Before a hurricane, when you are close to shore areas, learn safe routes inland. Be ready to drive 20 to 50 miles inland to locate a safe place. Make sure you have enough fuel in your car. During emergencies, gas stations may not be operating.

When you are at home and are threatened by hurricane activity, begin by protecting your windows. Permanent shutters are the best approach; however, a lower cost solution is 1/2" plywood cut to fit each window.

Trim back dead or weak branches from trees.

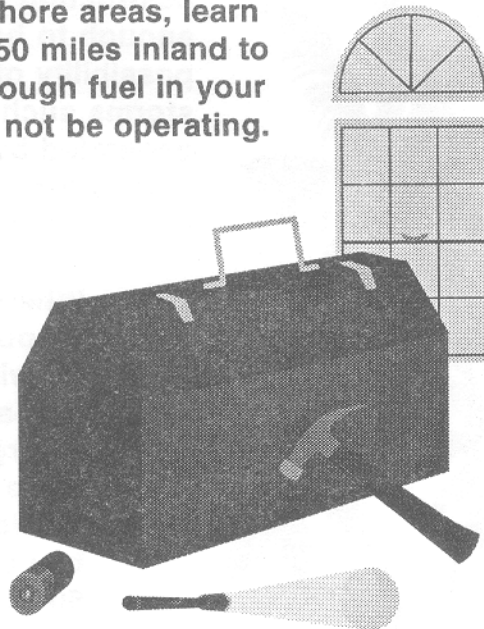
Have emergency supplies on hand such as flashlights and extra batteries. Avoid using kerosene lamps and candles as a light source.

Turn the refrigerator and freezer to the coldest settings, and open only when absolutely necessary and close quickly. Store drinking water in clean bathtubs, jugs, bottles and cooking utensils.

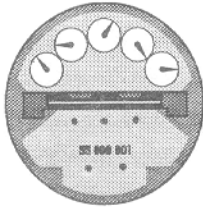
If electricity is lost, turn off major appliances to reduce the power "surge" when power is restored.

Follow advisories, issued by forecasters, which describe the location, strength and movement of the hurricane. Make sure all family members know how to respond during and after a flood or flash flood.

If in a mobile home, check tie-downs and evacuate immediately. When you are forced to evacuate, tell someone outside of the storm area where you are going.

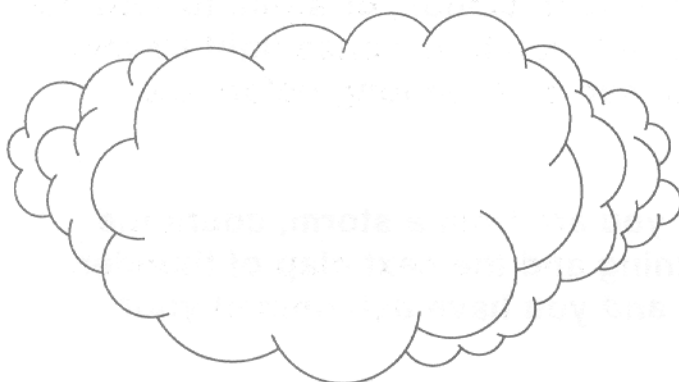


When the storm has subsided, avoid loose or dangling power lines and report them immediately to police, fire or power company workers. When entering buildings look for hazards such as broken glass or leaking gas lines, flooded electrical circuits, or submerged furnaces or electrical appliances. Open windows and leave if you smell gas. Then, contact professionals to service and correct gas or electric problems.



Again, listen to the radio for instructions on assistance and medical care. Be patient during clean up following severe storms and hurricanes. It may take several weeks to restore services and clear roads.

Think safe. Be prepared. Have a plan to protect you, your family, and your possessions in the event of a hurricane.



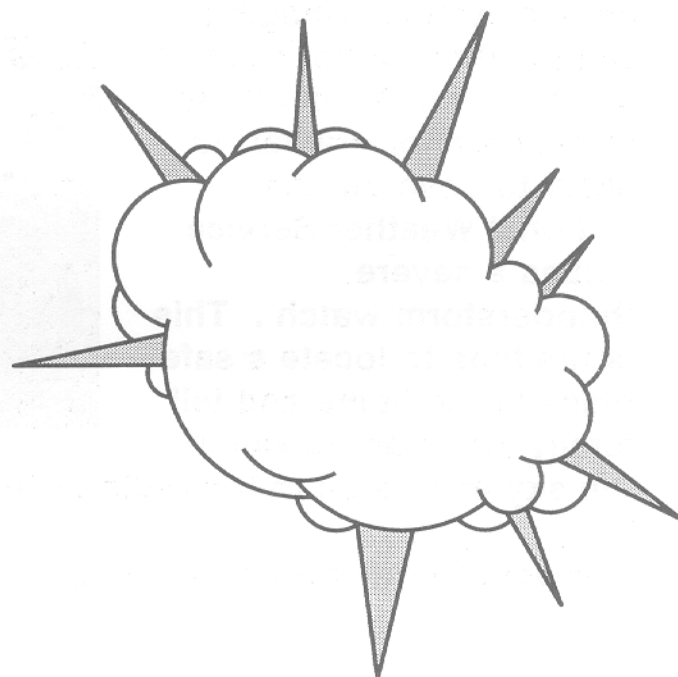
THUNDERSTORMS

Deaths from storms in the United States totaled 308 during 1992, according to the latest data available from the National Climatic Data Center.

For specified types of storms, flash floods were associated with the most deaths, followed by snow/blizzard, lightning, and tornadoes. Injuries from storms during 1992 totaled 3,239. Tornadoes were associated with the greatest number of injuries, followed by hurricanes, thunderstorm winds, lightning, and ice storms.

Maryland is noted for severe thunderstorms. A thunderstorm is a storm containing lightning caused by unstable atmospheric conditions. When cold upper air sinks and warm moist air rises, storm clouds or "thunder-heads" develop. Thunderstorms may occur singly, in clusters, or in lines. It is then possible for several thunderstorms to affect one location, or a single thunderstorm to affect one location for an extended period of time, causing very severe weather.

Severe thunderstorms can bring heavy rains which can cause flash flooding, strong winds, hail, lightning and tornadoes. Lightning is a major threat during a thunderstorm. It is an electrical discharge that results from the buildup of static electricity between clouds and the ground. It always accompanies a thunderstorm. When the buildup is strong enough, lightning appears as a "bolt". This flash of light can



remain within the clouds, occur between clouds, or strike toward the ground several miles from the parent cloud. Because light travels much faster than sound, lightning can be seen long before the thunder is heard.

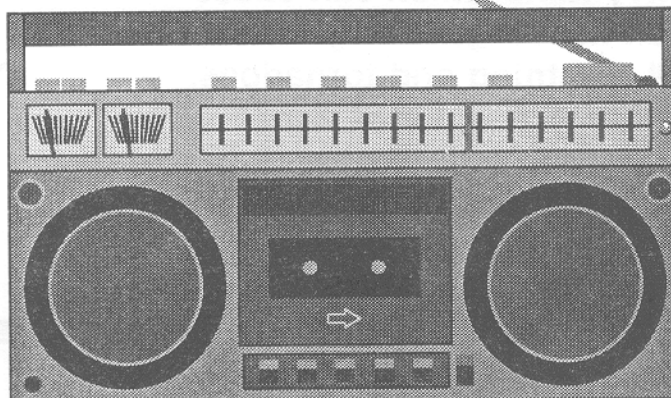
To estimate the number of miles you are from a storm, count the seconds between a flash of lightning and the next clap of thunder. Then, divide this number by five and you have determined your distance from the storm.

If you are caught outdoors during a storm, avoid natural lightning rods such as tall, isolated trees in an open area and metal objects such as fences, golf clubs and metal tools. Most people struck by lightning are struck while on a golf course.



Sometimes hail is produced by strong thunderstorms. It can be smaller than a pea or as large as a baseball, and can be very destructive to plants and crops. If you are caught in a hailstorm, you should take cover immediately. Pets and livestock are particularly vulnerable to hail, so bring them to a shelter.

When the weather conditions are such that a severe storm (damaging winds 58 miles per hour or more, or hail $\frac{3}{4}$ of an inch in diameter or greater) is likely to develop, the National Weather Service issues a severe thunderstorm watch. This is the time to locate a safe place in the home and tell family members to watch the sky and listen to the radio or television for more information.



A severe thunderstorm warning is issued when a severe

A severe thunderstorm warning is issued when a severe thunderstorm has been sighted or indicated by weather radar. At this point, the danger is very serious and everyone should go to a safe place, turn on a battery-operated radio or television and wait for the all clear from the authorities.

Prepare yourself and your family for the inconvenience of loss of electricity, fallen trees and branches, and other disruptions of the routine associated with Maryland's Spring and Summer storms. Learn the dark, domineering and threatening clouds with distant thunder that are associated with severe storms. Know the difference between storm watch and storm warning. Keep flashlight and radio/TV batteries on hand, and emergency supplies to suit your specific needs during this type of event. Be proactive and prepared, not caught off guard and unaware.



**By: Susie Ashby
Safety and Occupational
Health Specialist
Installation Safety Division**

ALCOHOLISM

Someone At Work Has A Problem

There are an estimated 650,000 working people who have a serious drinking problem. You may be working with one of them. You can make work safer for everyone if you help the alcoholic to get help.

Alcoholism is an illness with serious effects. In 1986, alcohol was involved in nearly 23,000 deaths on U.S. highways, 3,000 drownings, and 10,000 suicides.

Know The Facts

For alcoholics, drinking is addictive. They depend on it physically and emotionally. They can't "just say no."

All alcohol is poisonous, even wine and beer. Over time it damages the digestive and immune systems, and all the organs, especially the liver. Eventually, too much drinking leads to death.

Alcoholics may start drinking to avoid feelings like fear or insecurity. But their drinking creates these and

other emotions: anger, guilt, shame, anxiety. The problems include their families, friends and co-workers.

Understand The Problems At Work

Alcoholics are less productive and less able to make good decisions than non-alcoholics. They have high accident rates. Alcoholics are often late or absent. Their behavior forces others to work harder to fix their mistakes or finish their work for them.

As their disease gets worse, alcoholics will do almost anything to protect their drinking. They may lie or steal. They may ask friends to cover up for them. Then everyone at work may feel tense, angry and resentful. Because alcoholics usually deny that they have an alcohol problem, it can be difficult to reason with them about changing their behavior.

Recognize The Symptoms

People with drinking problems often leave a trail of clues like:

1. taking off work frequently;
2. arriving late and leaving early;
3. making excuses that are hard to believe while acting guilty, resentful or angry;
4. being unreliable, unable to concentrate, missing deadlines.

Stress, money or family problems can cause these behaviors, too. Don't assume you know the causes.

Myth Versus Reality

It may surprise you to learn the



All alcohol is poisonous—even wine and beer.

myths versus the realities about alcoholism.

"Alcoholics are skid row bums." The fact is, many alcoholics have held responsible jobs for years.

"If you only drink after work or on weekends, you can't be an alcoholic." The fact is, many alcoholics drink only at these times.

"It's no one else's business." The fact is, that's only true for people who don't work, have friends or family, or drive. For anyone else, the problems described above make it everyone's business.

Don't Cover Up

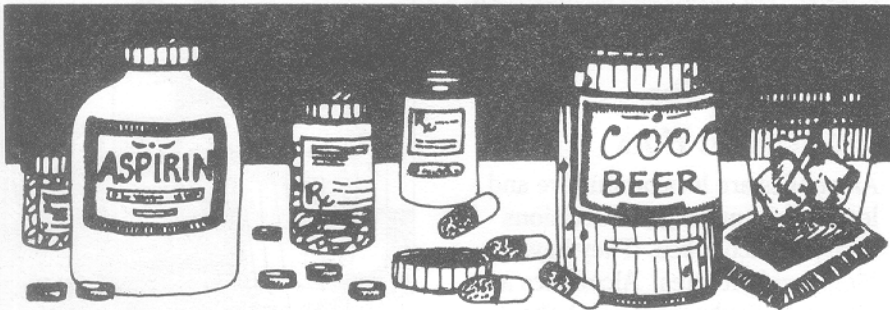
The more you cover up or "help" alcoholics to continue their drinking, the worse their problems will be. If you suspect a co-worker has a drinking problem, speak to your supervisor, Employee Assistance Program (EAP) or Personnel Department. They often have received special training in how to deal with alcoholism.



If you suspect a coworker has a drinking problem, speak to your supervisor.

DRUG USE

Someone At Work Has A Problem



Drugs include substances from aspirin to alcohol.

Estimates are that one out of every ten employees has a drug problem. "Drugs" include everything from aspirin to alcohol. Drug abuse of "controlled substances" such as cocaine, "crack", marijuana, heroin, and PCP has become very serious. If you understand about the problems of drug use, you can help make your workplace safer, more productive and a more pleasant place to work.

Learn About The Problem

Many people with drug problems seem to be productive. They've held jobs and families together for years. But their drug habit hurts everyone around them.

Drug abusers are absent from work, sick, and late much more often than non-abusers. Their carelessness causes accidents. They are less productive. Typically, they work at about 65% of their ability.

Their poor performance and accidents are expensive. Insurance premiums go up. Lower productivity means lower profits. That makes



If you think a coworker has a drug problem, speak to your supervisor.

bonuses and raises less likely.

Over time, drug-related problems usually get worse. For example, a cocaine addict's habit can cost as much as \$30,000 a year. So the addict may have to lie, steal or become a dealer, selling drugs within the company.

Drug abusers may ask coworkers to cover up their mistakes or lies. The coworkers may feel resentful, angry or confused, even if they agree to do the "favor".

People with drug problems may react angrily to a suggestion that they have a drug problem or are not performing well. Working with them may become difficult.

Notice The Symptoms

Different drugs have different effects on the mind and body. All of them are harmful eventually. You may notice symptoms such as:

- mental confusion
- time distortion
- distorted sense of abilities
- loss of muscle coordination
- violent outbursts
- diarrhea, nausea or vomiting
- speaking very quickly or slowly
- frequent colds, flu
- runny nose, frequent sniffing
- memory loss
- blank staring
- dilated pupils
- extreme alertness
- less attention to appearance
- defensiveness
- moodiness
- frequent trips to the bathroom

Don't Cover Up

You're not "helping" by covering up mistakes or lying for a drug user. That kind of short-term help means long-term dependence.

If you think a coworker has a drug problem, you may want to talk to him or her about it, in a supportive, concerned way. You can also speak to your supervisor, Employee Assistance Program (EAP) or Personnel Department. They often have received special training and information about drug abuse which will give the user the best chance for recovery.



©1988 PARLAY INTERNATIONAL

Alcohol & Drugs



Alcohol and drug use in the workplace affects each and every one of us.

Any time someone is working under the influence of drugs or alcohol, it endangers the rest of us at work — as well as the customers and the public.

There is a tendency to consider substance abuse as a private matter, but in the workplace it is definitely not. You have a right and a responsibility to prevent drug and alcohol abuse on the job.

There is no typical drug abuse scenario in the workplace, but here are a few possibilities:

- An openly intoxicated employee who is operating machinery.

- A worker who is hung-over from last night's drinking.
- A co-worker who is operating on little or no sleep because of drug use.
- A fellow worker who is maintaining a steady "buzz" throughout the working day by sipping during breaks and the lunch period.
- A couple of people who slip away to a storage room to light up a joint now and then.
- A worker who does not understand that tranquilizers can cause impairment — after all, a doctor prescribed them.
- An equipment operator who does not know that the cold remedy he

bought at the drug store has affected his ability to work alertly.

- Someone who uses cocaine supposedly to improve performance, not realizing it is causing radical mood shifts and irrational behavior.

Because the people we work with are often our friends, and sometimes our supervisors, it is hard to consider reporting their substance abuse. But keep in mind that their behavior could cause a fatal mistake — and you could be a victim.

Co-workers can get caught in the trap of covering up for a drug user, by doing his work, by making excuses to the boss and by loaning him money. But these things do not really help a person with a drug problem; in fact, they delay recovery from an addiction.

Many employers have strict policies regarding drug use, including drug testing. Many companies institute assistance programs to help employees fight drug problems. These programs provide confidential counseling and treatment referrals — and include job security. Some such programs are operated through the joint efforts of labor groups, industrial councils and company management. Help may be available to family members as well.

Besides these avenues, there are many community programs for treatment of drug and alcohol problems. Some are government-funded and some are private. Others are run by volunteers or as self-help support groups. The Yellow Pages should have listings of treatment alternatives in your area.

You have a right to a safe workplace. You have a right to be free of the kinds of dangers caused by substance abuse at work. Any person working under the influence of drugs and alcohol should be reported immediately. It will probably be one of the hardest things you ever have to do. But it will be worth it in the long run if it saves someone from injury or death.

DRUG USE AT WORK

What Supervisors Should Know

The problem of drug abuse is hidden, yet widespread. Estimates are that one in ten employees, from blue collar to company presidents, abuse drugs. You may be supervising someone with a drug problem. It is important to understand what drug abuse means for all the employees you supervise, and for you.

Understand The Problems

People misuse all kinds of drugs: prescription, "over-the-counter," and illegal. Drug abuse causing difficulty at work often involves cocaine, "crack" (smokable cocaine), marijuana, heroin, PCP, or alcohol.

Drug abusers cause two major problems. First, they put everyone in danger. Their poor coordination and thinking makes them careless and accident-prone. They have more than three times as many accidents as other employees.

Second, they cost everyone money. They cause insurance costs to go up, due to accidents and claims. They are absent and late more often than other employees. Their slipping productivity means that others may try to do the work

that they used to do. If that is impossible, customers may become dissatisfied, and the company may lose business.

Recognize Signs Of Drug Abuse

You can't know if people are abusing drugs by the kind of job they have or who their friends are. As a supervisor, you should recognize signs of drug abuse. An employee may show a few or many of these signs:

- violence, extreme anger
- extreme alertness or sleepiness
- speaking very quickly or slowly
- runny nose, sniffing
- frequent trips to the bathroom
- frequent colds or flu
- distorted sense of abilities
- carelessness, foolish risk-taking
- mental confusion, memory loss
- diarrhea, nausea, vomiting
- declining productivity
- increased accident rate
- frequent absences or lateness
- false sounding excuses

Drug abusers often deny having a problem. They may be defensive, moody or "spacey." They may use

drugs on or off the job, every day or just on weekends.

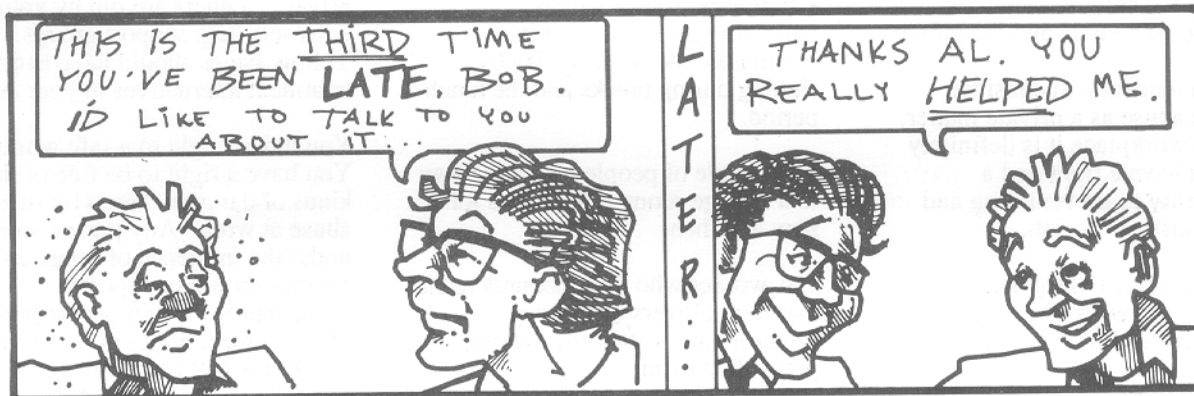
Drug abusers may ask others to cover up for them. Many drug users also sell drugs, often to other employees, to pay for their habits. You may notice increased absences, excuses, and poor performance among other workers.

(The signs above can have other causes such as money worries or trouble at home.)

Provide Real Help

It doesn't "help" a drug abuser for you to look the other way. Accidents related to drug abuse can and do kill. But as supervisor, you can enforce company procedures, which *can* help. You can also speak to employees alone or in groups about your concerns.

Your main job concerns safety and productivity. To be the best help, keep good safety and performance records. Know and follow your company policies on drug and alcohol. Questions? Contact your Employee Assistance Program, Human Resources, Personnel or Medical Department.



© 1988 PARLAY INTERNATIONAL

ALCOHOL AND WORK

What Supervisors Should Know



Your EAP, Human Resources, Personnel, or Medical Department can advise you about helping an alcoholic employee.

As a supervisor, part of your job is helping employees do their jobs efficiently and productively, with good morale.

There are usually signs when employees have drinking problems. Helping all your employees perform their best means getting help for the problem drinker.

Understand Alcoholism's Effects

The effects of alcoholism are well-known. As a poison, it is harmful to the liver, brain, heart, muscles, digestive tract and immune system. Eventually, too much drinking leads to death—that is, if carelessness, inability to concentrate, or poor judgment doesn't kill the alcoholic first. Nearly 50% of all fatal car accidents involve drinking.

On the job, these behaviors make alcoholics dangerous and difficult. They cause accidents for themselves and others. Coworkers have the burden of extra work, as the alcoholic falls behind and misses deadlines. Everyone feels tense and resentful.

Alcoholics will usually deny that

they have a problem with drinking. They are often defensive and moody. You may never see them drink on the job. Many alcoholics drink primarily after work and on weekends.

They may ask coworkers to cover up for them "just this once," for their lateness, their mistakes, or their drinking. Coworkers may feel it's disloyal to refuse, or may be frightened of the alcoholic's anger if they say no. Coworkers may sincerely believe they are helping. But all they're doing is helping the alcoholic to continue drinking.

Recognize The Problem Drinker

By staying alert to signs of alcoholic behavior, you can determine if there is a problem in your department or work section. Ask yourself:

1. Does the employee have difficulty performing up to expectations?
2. Does the employee upset coworkers, customers, or the company's reputation by being unreliable or acting inappropriately?
3. Does the employee's behavior

present a danger to him or herself, other employees, the public, or company property?

4. Is the employee often absent or late?

5. Is the employee or are others making frequent excuses about poor performance or attendance?

These can all be symptoms of other problems, too, such as family problems or health worries.


The Supervisor's Job

Your job is supervisor, not police officer, lawyer or judge. You should be looking at two main things: performance and safety.

If you think there might be a problem with alcoholism, follow company policies. Usually they require you to document the employee's performance and safety record. Your company may work with alcohol problems through the Employee Assistance Program, Human Resources, Personnel or Medical Department.

Before you take any specific actions such as speaking to the employee, you may want to get advice from those who are trained to work with alcohol problems.

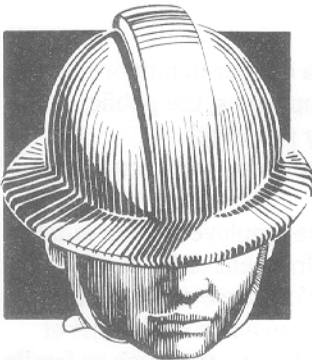
Offer the Best Help

The alcoholic will deny that there is a problem. But the drinker's family is suffering, others' safety is endangered, and the drinker is slowly committing suicide. The best help is to get him or her into a program like Alcoholics Anonymous, or another program designed for alcoholics and their families. 

©1988 PARLAY INTERNATIONAL

CHOOSING AND USING PROTECTIVE HEADWEAR

Hard Hats, Bump Caps, And Hair Covers



A full-brimmed hard hat protects against blows to the entire head, neck, and shoulders.



A visored hard hat (front-brim only) is often used when working in confined spaces.



Bump caps are used in confined spaces where there are no serious head hazards.



Hair covers help prevent hair from becoming caught in moving machine parts.

Head injuries may not be the most commonly-reported industrial accident, but they are by far among the most devastating. One serious blow to the head can leave an otherwise strong and healthy person permanently brain-damaged or disabled for life. All of us know the importance of wearing head protection on the job, but it's equally important to select and wear the *right* hat for the specific hazards you face. The following is a guide to the most common types of protective headwear and the types of hazards they can guard against.

Hard Hats

As their name suggests, the outer shell of these hats are made of rigid, impact-resistant, non-flammable materials such as fiberglass and thermoplastics. The shell is held on your head by a network of straps and harnesses: *crown straps* which fit over the head itself and cushion impact; an *adjustable headband* that secures the hat to your head; and *chin or nape straps* to prevent the hat from being accidentally bumped

off your head. A **full-brimmed hard hat** (such as the type worn by firefighters) protects against blows to the entire head, neck, and shoulders. A **visored hard hat** (front-brim only) does not protect the sides of the head or the neck and shoulders, but is often used when working in confined spaces.

Bump Caps


Bump caps do not protect against blows to the head or other serious impacts such as falling objects. Made of light-weight plastic, these hats guard against minor bumps only. Bump caps should never be used in place of hard hats. Bump caps are commonly used when working in confined spaces where there are no serious head hazards.

Hair Covers

Hair covers made of breathable fabric or lightweight materials are often required when working around machinery. This type of headwear is usually adjustable (to ensure proper fit) and may have a front visor (to let you know if you

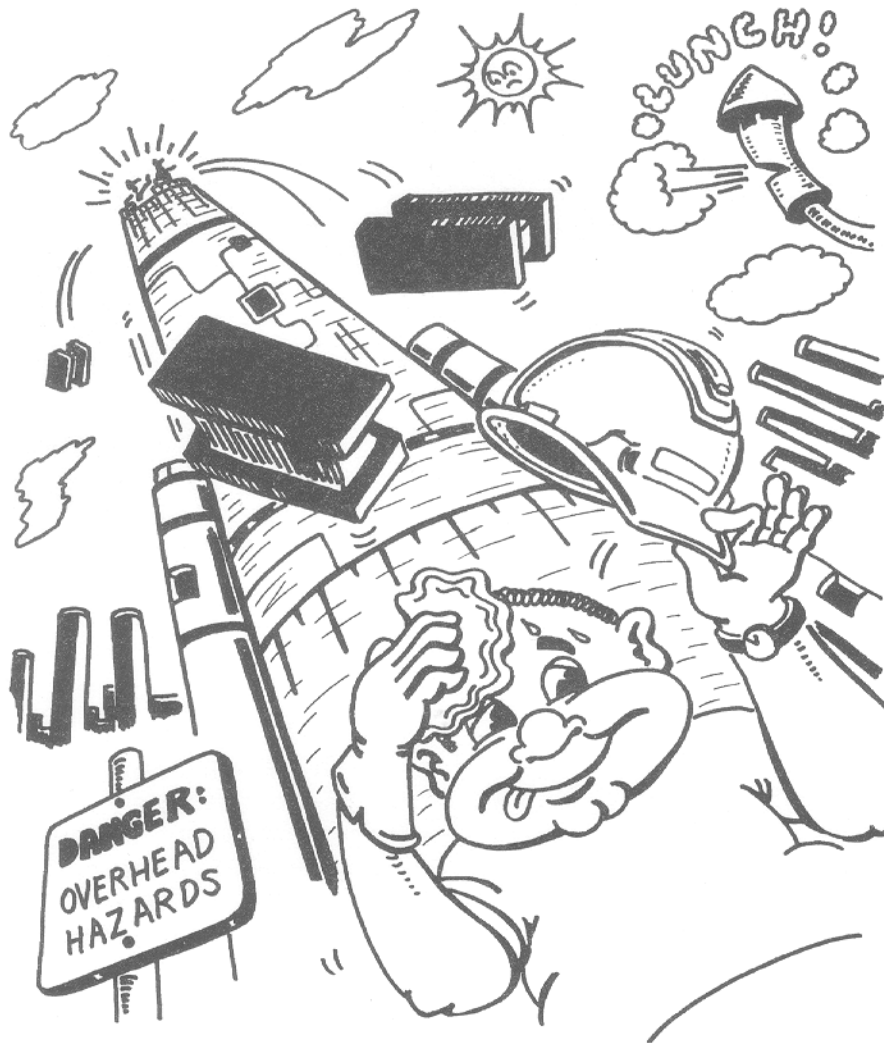
are getting too close to your machine.) Hair covers help prevent hair from becoming caught in moving machine parts.

Using Protective Headwear

Although these are the most common types of protective headwear, your particular job may require that special safety accessories be added to your basic head protector. For example, thermal liners may be required if you work in extremely cold temperatures; lamp brackets may be attached if you work in dark areas; or face shield mounts may be needed if you are also exposed to flying particles. (Note: Face shields alone do not protect against flying particles. Protective eyewear is *also* required.) To keep your protective headwear in top condition, check it before and after each use. Are all straps secure and working properly? Is there any damage to the outer shell? Does it fit correctly? Is it clean? Remember, though, in order for your protective headwear to work, you have to *wear* it. 

© 1988 PARLAY INTERNATIONAL

Head Injuries Can Last Forever



Some types of injuries cause pain and inconvenience, but in time they will heal. Head injuries are different. A head injury can completely change a person's life. It can alter one's mental capabilities and personality.

That's why it is so important to wear a hard hat, to protect yourself from an injury which can be devastating.

Hard hats protect you from impacts such as an object falling from above or an obstruction which you bump into such as an overhead pipe. Depending on the design and material of your hard hat, it might also protect

you against dangers such as electric shock, chemical spills and dust.

A hard hat is the most widely used type of head protection. But there are many others made to protect against various hazards. One is the bump cap, which protects your head from lesser hazards such as overhead obstructions. But it is not a substitute for a hard hat. Also available are industrial helmets made of hard material. Another type of protection includes hoods, which are made of flexible materials and can protect against chemical splashes.

No matter what kind of head protection is assigned to you, it is important to take good care of it and wear it correctly. The following are tips for use and care of the most common type of head protection — the hard hat:

- First, make sure you wear your hard hat when required. It won't do you any good if it is still sitting in your locker or next to your lunch box in the truck.
- Make sure you are using the right kind of head protection for your job. Ask your supervisor about the kind of hard hat which you need.
- Get a hard hat which fits well. If it is comfortable, you will be more likely to be wearing it when needed.
- Keep your hard hat clean by washing it regularly. Use warm soapy water. Don't use a solvent because it could possibly weaken the hat so that it will not protect you as well.
- Check your hat regularly. Look for signs of wear and damage such as cracks or creases in the shell, or damage to the suspension.
- Do not subject your hat to damage from the sun by leaving it outdoors or in a window. The sun's rays can break down the materials of which your hat is made.
- Do not put things (such as a deck of cards) inside your hat because this defeats the shock-absorbing purpose of the suspension system.
- Never drill holes in your hat and never etch your initials in it. Also, do not repaint your hat. All of these activities can reduce the effectiveness of your hat.
- If your hat has received a considerable blow, replace it. It may have received damage which you cannot see.

Consult your safety supervisor if you have any questions about how to choose or care for a hard hat or any other form of head protection.